

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – January 13, 2009 – 9:00 a.m.

The regular monthly meeting of the Knox County Commission was held on Tuesday, January 13, 2009, at 9:00 a.m., at the county courthouse, 62 Union Street, Rockland, Maine. A member of the administrative staff was present to record the minutes of the meeting.

Commission members present were: Anne Beebe-Center, Commissioner District #1, Richard L. Parent, Jr., Commissioner District #2, and Roger A. Moody, Commissioner District #3. County staff present included: County Administrator Andrew Hart, Administrative Assistant Candice Richards, Finance Director Kathy Robinson, Jail Administrator John Hinkley, Airport Manager Jeff Northgraves, Sheriff Donna Dennison, IT Director Jeff Lake, and IT Assistant Mike Dean.

Also present were: Daniel Dunkle, reporter from the *Gazette Herald*.

Regular Meeting – Agenda		
Tuesday – January 13, 2009 – 9:00 a.m.		
I.	9:00	Meeting Called To Order
II.	9:01	Public Comment - Public Comment during other portions of the meeting will only be granted by permission of the chair.
III.	9:15	Election of Officers
		1. Elect Chair for 2009.
		2. Elect Vice-Chair for 2009.
		3. Elect Representative to MCCA, MCCA Risk Pool, and CLEO for 2009.
IV.	9:20	Consent Items
		1. Approve Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
		2. Approve Minutes of Regular Meeting of December 9, 2008.
		3. Approve Minutes of Special Meeting of December 16, 2008.
		4. Approve Minutes of Special Meeting of December 30, 2008.
		5. Accept Monthly Written Departmental Reports.
		6. Approve Investment Withdrawals.
		7. Approve Budget Line Transfers for 2008.
V.	9:25	Action Items
		1. Act on Acceptance of Transfer of Forfeited Assets of \$1,405.50 to Knox County in <i>State v. Carl Hanna</i> pursuant to 15 M.R.S.A. §5824(3) and §5826(6) (A. Hart).
		2. Approve and Sign Knox County 2009 Tax Anticipation Note as Prepared by Bond Counsel (K. Robinson, A. Hart).
VI.	9:30	Discussion Items
		1. Update on Purchase and Sale Agreement for Boomer (A. Hart).
		2. Update on Space Utilization and Needs Assessment (A. Hart, C. Shrum).
		3. Discussion of Commission Meetings Schedule.
		4. Discussion of Communication Between the Commission and the County Administrator.
VII.	10:15	Adjourn
VIII.	10:30	Work Session

- I.

Meeting Called to Order

County Administrator Andrew Hart called the January 13, 2008 regular meeting of the Knox County Commission to order at 9:11 a.m.
- II.

Public Comment *(taken out of order)*

Commissioner Anne Beebe-Center asked for public comment.
- III.

Election of Officers *(taken out of order)*

1.

Elect Chair for 2009

County Administrator Andrew Hart asked for nominations for Commission Chair.

Commissioner Roger Moody nominated Anne Beebe-Center.

Commissioner Richard Parent seconded the nomination.

County Administrator Andrew Hart asked if there were any other nominations.

Commissioner Richard Parent motioned the nominations cease.
Commissioner Roger Moody seconded the motion.

- A vote was taken with all in favor.

2. Elect Vice-Chair for 2009

Commissioner Anne Beebe-Center asked for nominations for Vice-Chair.

Commissioner Richard Parent nominated Commissioner Roger Moody
Commissioner Anne Beebe-Center seconded the nomination.

Commissioner Richard Parent motioned the nominations cease.
Commissioner Anne Beebe-Center seconded the motion.

- A vote was taken with all in favor.

3. Elect Representative to MCCA, MCCA Risk Pool, and CLEO for 2009

Commissioner Anne Beebe-Center asked for nominations the MCCA, the MCCA Risk Pool, and CLEO.

Commissioner Roger Moody nominated Commissioner Richard Parent. He asked Commissioner Parent if he was interested.

Commissioner Richard Parent stated that he had thought there would be a discussion about the three groups prior to electing representatives.

Commissioner Roger Moody withdrew the nomination.

Commissioner Anne Beebe-Center asked County Administrator Andrew Hart if he wanted to explain what the MCCA was.

County Administrator Andrew Hart explained that the Maine County Commissioner's Association is similar to the Maine Municipal Association. Commissioners from each county serve on the MCCA as representatives for their respective county. In association with that is the MCCA Risk Pool, which oversees the insurance for all the counties in the State of Maine. The MCCA, along with the Risk Pool, usually once a month on the second Wednesday of the month. The meetings are usually held in Augusta at the Kennebec County Courthouse. They discuss whatever legislation that affects counties. The jail consolidation has been a big discussion item lately so attendance has been higher. Another discussion topic recently is that the MCCA has been looking at having an executive director. Commissioners, including Commissioner Anne Beebe-Center, have been traveling around the state, doing presentations to Commissioners in each county, as part of a committee working on that. They are trying to get support for having an executive director because they feel there needs to be someone serving as director of the association to get more involved and get more information out to the counties.

County Administrator Andrew Hart stated that the Risk Pool serves as the insurance (self insured) for all the counties. They cover vehicles, equipment, and buildings. Bob Howe and his office are involved with the Risk Pool and the MCCA. Malcolm Ulmer is our point of contact at the Risk Pool.

Commissioner Roger Moody asked what CLEO was.

County Administrator Andrew Hart stated that he had printed off some information about CLEO from their website. This information was in the Commissioners' meeting packets for today's meeting. He stated that CLEO was a non-profit entity created to administrate and to oversee the Federal Workforce Investment Act. Part of that is there are six counties that have representation for CLEO, and Knox County is one of them. Up until now, Commissioner Anne Beebe-Center has been the representative for Knox.

Commissioner Anne Beebe-Center stated that she has served on all three of these boards since becoming a commissioner. She explained that the MCCA is primarily a lobbying group for the legislature. There is a movement for the last two years to try to get some sort of leadership for counties. What happens is that when there is a piece of legislation, every county shows up for themselves. It looks like counties do not work together. There has been a real move to gain a unified voice as counties in some organizations. In the last two years, because of the jail

consolidation, counties have been asked for an additional \$150,000 to create one picture of what the jails do and to hire someone to actually staff the Board of Corrections. At this point, the MCCA is a one-trick pony and a tremendous amount of their efforts and resources are going towards the Board of Corrections. It is imperative that counties gain some sort of leadership and also combine their voices to gain some credibility with the legislature.

Commissioner Anne Beebe-Center stated that she would like to represent the MCCA for one more year because she is currently serving as Chair for the Strategic Planning Committee. She stated that if they could get the bylaws finished and get a new structure that is reasonable for all sixteen counties, we can look forward to some new leadership starting in 2010.

Commissioner Anne Beebe-Center stated that the Risk Pool is also going through some changes. It was originally started primarily for the tangible assets of the County, such as buildings and vehicles. It was not founded to deal with the liabilities and the civil rights issues that counties have to deal with, so it too is evolving.

Commissioner Anne Beebe-Center stated that the MCCA is somewhat like the Maine Municipal Association except that every county has its own lawyers. There are no central resources. Each county has to seek its own lawyers when there is a question, even if it is just a quick question. This is something that the MCCA would like to have be more centralized.

Commissioner Anne Beebe-Center stated that for CLEO, there are four workforce boards in the State of Maine. In the 1990's, the Federal government decided changed governance from State managed work-force development to locally managed. Except for New England, the counties are the local/regional government. CLEO is very much involved with rebuilding the Brunswick Air Station. They have three or four several million-dollar work contracts for work-force development in the six counties. CLEO has just gone out to RFP to get a single-source. They have three different sources supplying work-force equipment. Those RFP's have just come in so the Board will be deciding how they can best provide resource development. There are some great challenges out there.

Commissioner Anne Beebe-Center stated that she would like to give up being the representative to CLEO and the Risk Pool, but that she would like to continue working with the MCCA.

Commissioner Roger Moody asked if this needed to be decided today.

Commissioner Anne Beebe-Center said that at the MCCA meeting tomorrow they will want to know which commissioner is serving on the MCCA and which commissioner is serving on the Risk Pool. CLEO will also be meeting soon for their first meeting of the year and they will want to know which commissioner will be serving as the Knox County representative.

Commissioner Richard Parent motioned that Commissioner Anne Beebe-Center serve on the MCCA.

Commissioner Roger Moody seconded the motion.

- A vote was taken with all in favor.

Commissioner Anne Beebe-Center asked for nominations for the Risk Pool.

Commissioner Roger Moody asked if there were sixteen commissioners, one for each county, serving on the Risk Pool. Is that the expectation?

Commissioner Anne Beebe-Center answered in the affirmative. It is often the same person serving on both the MCCA and Risk Pool, but not always. What is asked of someone at the MCCA is not the same as what is asked of someone at the Risk Pool. Serving on the Risk Pool and on CLEO would be learning experiences for the two new commissioners and give them an opportunity to learn about the organizations.

Commissioner Roger Moody stated that it is important for the commissioners to share the work load.

Commissioner Anne Beebe-Center asked if either Commissioner Moody or Parent had a preference between the Risk Pool or CLEO.

Commissioner Roger Moody stated that he did not have a preference.

Commissioner Richard Parent stated that he also did not have a preference. He suggested that as the Commission Chair, Commissioner Anne Beebe-Center could assign which commissioner served on each board.

Commissioner Roger Moody motioned to authorize the chair to designate commissioners to serve on the CLEO and Risk Pool committees.

Commissioner Richard Parent seconded the motion.

- A vote was taken with all in favor.

Commissioner Anne Beebe-Center designated Commissioner Roger Moody to serve as representative to the Risk Pool.

Commissioner Anne Beebe-Center designated Commissioner Richard Parent to serve as representative to CLEO.

IV. Consent Items

1. Approve Agenda – Non Agenda Items Only Permitted if Emergency in Nature.

- A motion was made by Commissioner Richard Parent to approve the agenda as presented. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

Commissioner Roger Moody asked when commissioners should make any announcements. He stated that an example of this was that he wanted to mention that all three commissioners would be attending the MCCA meeting the next day with the county administrator. He added that the commissioners would be carpooling, so he wanted to disclose the fact that the three commissioners would all be together.

Commissioner Anne Beebe-Center suggested adding “Other Business” to meeting agendas from now on to serve as a “catch-all” to cover items not on the agenda, such as announcements.

- A motion was made by Commissioner Richard Parent to add an agenda item called Other Business to the Commission meeting agenda. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

Commissioner Anne Beebe-Center stated that Other Business could be put last on the agenda after Discussion Items.

2. Approve Minutes of Regular Meeting of December 9, 2008.

Commissioner Anne Beebe-Center asked for a motion to approve the December 9, 2008 minutes.

Commissioner Richard Parent stated that he would motion to approve the minutes but since he was not on the Commission then, he did not know how he could approve them.

County Administrator Andrew Hart stated that to approve the minutes, the members of the Commission who were part of the Commission at the time the meetings took place should vote whether or not to approve the minutes. Those new members of the Commission who were not at the meetings should abstain from the vote.

- A motion was made by Commissioner Richard Parent to approve the minutes of the regular commission meeting held on December 9, 2008. The motion was seconded by Commissioner Roger Moody. A vote was taken with one in favor (*Commissioner Beebe-Center*) and two abstained (*Commissioners Parent and Moody*).

Commissioner Roger Moody stated that he wanted to ask a question about Consent Items. He asked if the purpose was to address those items which routine in nature and are not expected to draw much Commission discussion. He stated that he had been to other meetings where there was one vote taken to approve all of the consent items together, instead of separately. He stated that he was not sure if there was a reason for doing each item separately.

County Administrator Andrew Hart stated that it has just been common practice for the Commission to vote on the agenda this way. He stated that Consent Items rarely have much discussion unless a change needs to be made or if a Commissioner has a question. Commission meetings used to be almost a day-long event and the department heads would turn in their monthly written departmental reports ahead of time and then come to the Commission meeting to report in person. The Commission could then ask questions of the department heads about

their reports. It made the process too long and took the department heads away from their job. The idea was then to have it added to the consent agenda with the reports given ahead of time to the Commission, who could read them before the next meeting. If a commissioner had a question about one of the reports, that departmental report could be pulled out and the department head could be asked questions. Most of the department heads come to the Commission meetings. Each consent item has been traditionally voted on separately.

Commissioner Anne Beebe-Center stated that the line transfers and withdrawals are all printed in the meeting minutes even though the Commission votes on them “as presented”, so it might make sense to pass consent items in one motion. There would always be the option to take something out to discuss it if there was a question.

County Administrator Andrew Hart stated that this was possible.

Commissioner Anne Beebe-Center added that the Commission would have the individual consent items for review prior to the Commission meeting anyway. She asked if the Commission should proceed to motion to approve all consent items as presented for this meeting or if that should wait until the next Commission meeting.

Commissioner Roger Moody stated that since he was still learning, he was going to have questions about Consent Items 6 and 7.

Commissioner Anne Beebe-Center asked for a motion to, in further meetings, accept the consent items as a single item with the opportunity to remove any item that the Commission may want to discuss further.

- A motion was made by Commissioner Richard Parent to, in later Commission meetings, accept the consent items as a single item with the opportunity to remove any item that the Commission may want to discuss further. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

3. Approve Minutes of Special Meeting of December 16, 2008.

- A motion was made by Commissioner Roger Moody to approve the minutes of the special Commission meeting held on December 16, 2008. The motion was seconded by Commissioner Richard Parent. A vote was taken with one in favor and two abstained.

4. Approve Minutes of Special Meeting of December 30, 2008.

- A motion was made by Commissioner Richard Parent to approve the minutes of the special Commission meeting held on December 30, 2008. The motion was seconded by Commissioner Roger Moody. A vote was taken with one in favor and two abstained.

5. Accept Monthly Written Departmental Reports.

- A motion was made by Commissioner Roger Moody to accept the monthly written departmental reports. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

6. Approve Investment Withdrawals.

Commissioner Anne Beebe-Center asked for a motion to approve the 2008 investment withdrawals.

- A motion was made by Commissioner Roger Moody to approve the 2008 investment withdrawals in the amount of \$148,279.50. The motion was seconded by Commissioner Richard Parent.

Commissioner Roger Moody asked if investment withdrawals was an ongoing process or if it was just because it is the end of the year.

Finance Director Kathy Robinson stated that it is ongoing as the County spends money out of reserves. This consent item authorizes her to withdraw the reserve money. It depends on how active it is and what is happening that particular month.

Commissioner Roger Moody asked if the scope of the withdrawals depends on what is happening at the time.

Finance Director Kathy Robinson stated that this was correct.

- A vote was taken with all in favor.

Investment Withdrawals:

Airport Part 139 #17	46160814630	\$8,904.45
Airport Parallel Taxiway #18	46160814620	\$46,845.61
Airport Maintenance – MBNA	46160814670	\$52,950.92
Courthouse Computer	20000812660	\$10,342.47
Courthouse Furniture/Fixtures	20000812730	\$3,049.00
Deeds Surcharge	20000812740	\$16,316.27
Forfeiture Money – Federal	20000812860	\$1,200.00
Jail Computer	20000812800	\$2,605.42
Jail Vehicle	20000812850	\$249.01
Legal Expense	20000812650	\$5,816.35
	Total	\$148,279.50

5. Approve Budget Line Transfers

Commissioner Anne Beebe-Center asked for a motion to approve the 2008 budget line transfers.

- A motion was made by Commissioner Roger Moody to approve the 2008 budget line transfers in the amount of \$103,340.00. The motion was seconded by Commissioner Richard Parent.

Commissioner Roger Moody stated that he wanted to get familiar with the budget process. He asked what the concept is of the line transfers. He asked if it was to avoid overdrafts at year end.

Finance Director Kathy Robinson stated that this was correct. She stated that you typically only see line transfers at the end of the year. At the beginning of the year it is not very active. Department managers do have the ability to request money to be transferred between lines as the year progresses and as things change. Department heads cannot overspend a line, so if an invoice pushes over the line, the invoice is held until another line in that budget is identified to cover it. Ms. Robinson stated that there are times when she and the department head can see that a line is going to run out before the end of the year and they will have discussions to determine where money can be transferred from in order to accommodate that.

Commissioner Roger Moody asked if this process is efficient for the finance office in terms of time and control of assets.

Finance Director Kathy Robinson responded that it was.

Commissioner Roger Moody stated that his experience was that if you have an overdraft, typically the finance director and the department head can acknowledge there is going to be an overdraft. He stated that if this works as it is then he would not want it to change it.

Finance Director Kathy Robinson stated that the biggest advantage is that it helps track the budget because departments can see exactly what they have spent and one line will compensate for another.

- A vote was taken with all in favor.

From:

Airport Workers Comp.	416003-53920	\$344.00
Airport Gas, Oil, Grease	416004-54650	\$4,347.00

To:

Resignation	416003-53940	\$1.00
ICMA	416003-53960	\$133.00
Telephone	416004-54315	\$68.00
Electricity	416004-54555	\$3,928.00
Water	416004-54565	\$113.00
Telephone	416005-55310	\$445.00
Auto Supplies	416164-54315	\$2.00
Pagers	416164-54320	\$1.00

Building Maintenance OT	006003-53800	\$1,068.00	Janitors	006003-53061	\$87.00
Building Maintenance ICMA	006003-53960	\$1,190.00	FICA	006003-53900	\$171.00
Building Maint. Heating Rep.	006004-54610	\$2,100.00	Health Insurance	006003-53910	\$2,000.00
			Medical Exams	006004-54550	\$27.00
			Building Repairs	006004-54595	\$1,985.00
			Plumbing Repairs	006004-54615	\$88.00

Communications Dispatchers	518003-53812	\$10,834.00	Holiday Overtime	518003-53805	\$2,228.00
Communications Fit. Stipend	518003-53830	\$6,000.00	Comm. Super.	518003-53811	\$1,105.00

Communications Consulting	518004-54015	\$5,833.00	Merit Stipend	518003-53860	\$8,000.00
Communications Lodging	518004-54115	\$401.00	Telephone	518004-54315	\$199.00
Communications Uniforms	518005-55405	\$217.00	Dues & Registration	518004-54515	\$217.00
			Electricity	518004-54555	\$7.00
			Equipment Rental	518004-54570	\$145.00
			Radio Repairs	518004-54580	\$9,950.00
			Heating Fuel	518005-55205	\$1,359.00
			Office Supplies	518005-55335	\$39.00
			Public Education	518005-55366	\$14.00
			Postage & Shipping	518004-54520	\$22.00
Deeds ACS Internet	009004-54670	\$133.00	Equipment – Copier	009004-54570	\$133.00
Deeds Computer Repairs	009004-54585	\$267.00	Statues	009005-55510	\$267.00
Deeds Meals	009004-54110	\$8.00	Mileage	009004-54105	\$5.00
Deeds Registrar	009003-53090	\$64.00	ICMA	009003-53960	\$144.00
Deeds Clerk	009003-53092	\$77.00			
DA Health Insurance	003003-53910	\$814.00	Copy Machine Supplies	003005-55345	\$111.00
DA Office Supplies	003005-55335	\$252.00	FICA	003003-53900	\$101.00
			ICMA	003003-53960	\$159.00
			Transcripts	003004-54080	\$55.00
			Meals	003004-54110	\$5.00
			Lodging	003004-54115	\$143.00
			Dues	003004-54515	\$42.00
			Dues & Registration	003004-54515	\$150.00
			Postage & Shipping	003004-54520	\$102.00
			Equipment Rental	003004-54570	\$176.00
			Statues & Ref.	003005-55510	\$22.00
EMA Workers Comp.	002003-53920	\$288.00	Overtime	002003-53800	\$19.00
EMA Equipment Repairs	002004-54575	\$244.00	FICA	002003-53900	\$269.00
EMA Copy Machine Sup.	002005-55345	\$97.00	Computer Repairs	002004-54585	\$244.00
			Safety	002005-55305	\$86.00
			Office Supplies	002005-55335	\$11.00
Exec. Admin. Equip. Repair	004004-54575	\$975.00	Overtime	004003-53800	\$135.00
Exec. Admin. Computer Sup.	004005-55385	\$182.00	Mileage	004004-54105	\$943.00
Exec. Admin. Meals	004004-54110	\$466.00	Advertising	004004-54510	\$607.00
Exec. Admin. Postage & Ship	004004-54520	\$43.00	Dues & Reg.	004004-54515	\$45.00
Exec. Admin. Printing	004004-54525	\$541.00	Equipment Rental	004004-54570	\$174.00
			County Commission	004003-53041	\$1.00
			Labor Relations	004004-54050	\$138.00
			Telephone	004004-54315	\$64.00
			Copy Machine Sup.	004005-55345	\$100.00
Finance Overtime	005003-53800	\$189.00	Telephone	005004-54315	\$88.00
Finance Computer Supplies	005005-55385	\$163.00	Deputy Treasurer	005003-53051	\$152.00
			ICMA	005003-53960	\$37.00
			Training & Seminars	005004-54545	\$75.00
Jail Fitness Stipend	008003-53830	\$3,000.00	Merit Stipend	008003-53860	\$4,750.00
Jail Corrections Officers	008003-53289	\$7,356.00	Part Time	008003-53820	\$3,163.00
Jail Food Service	008083-53285	\$1,774.00	Flexible Benefits	008003-53950	\$38.00
Jail Workers Comp.	008003-53920	\$5,065.00	Statues & Ref.	008005-55510	\$74.00
Jail Asst. Corrections	008003-53288	\$3,796.00	Overtime	008083-53800	\$553.00
Jail FICA	008003-53900	\$2,332.00	Holiday Overtime	008083-53805	\$116.00
Jail Health Insurance	008003-53910	\$11,357.00	ICMA	008083-83960	\$280.00
Jail Health Insurance	008083-53910	\$11,358.00	Transp. Super.	008003-53290	\$314.00
Jail Cleaning Supplies	008085-55315	\$620.00	Asst. Transp.	008003-53291	\$99.00
			Records Officer	008003-53292	\$244.00
			Overtime	008003-53800	\$2,105.00
			ICMA	008003-53960	\$89.00
			Mileage	008004-54105	\$358.00
			Heating Repair	008004-54610	\$15,174.00
			Plumbing	008004-54615	\$850.00
			Inmate Medical	008004-54635	\$3,942.00
			Inmate Diversion	008004-54646	\$10,444.00
			Cleaning Supplies	008005-55315	\$620.00
			Uniforms	008005-55405	\$1,821.00
			Food Service Spec.	008083-53284	\$692.00
			Food, Groceries	008085-55104	\$932.00

Probate Transcripts	010004-54080	\$156.00	Books, Subscriptions	010005-55505	\$48.00
Probate FICA	010003-53900	\$113.00	Mileage	010014-54105	\$49.00
Probate Attorneys-Guardian	010004-54680	\$753.00	Judge of Probate	010003-53080	\$1.00
			ICMA	010003-53960	\$134.00
			Telephone	010004-54315	\$37.00
			Statutes	010005-55510	\$753.00

Sheriff Fitness Stipend	011003-53830	\$500.00	Merit Stipend	011003-53860	\$3,900.00
Sheriff Patrol Admin.	011003-53312	\$7,717.00	Safety	011005-55305	\$1,061.00
Sheriff Tolls	011004-54120	\$906.00	Detectives	011003-53319	\$6,490.00
Sheriff Patrol	011003-53316	\$7,289.00	Patrol Supervisor	011003-53313	\$11.00
Sheriff Meals	011004-54110	811.00	Vinalhaven Deputy	011003-55317	\$1,609.00
Sheriff Telephone	011004-54315	800.00	North Haven Deputy	011003-55318	\$1,785.00
Sheriff FICA	011003-53900	500.00	Shift Differential	011003-53850	\$186.00
			ICMA	011003-53960	\$2,025.00
			Postage	011004-54520	\$6.00
			Uniforms	011005-55405	\$1,000.00
			Statues	011005-55510	\$450.00

Total:	\$103,340.00
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Total:	\$103,340.00
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The budget line transfers were signed by the Commission.

V. Action Items

1. Act on Acceptance of Transfer of Forfeited Assets of \$1,405.50 to Knox County in *State v. Carl Hanna* pursuant to 15 M.R.S.A. §5824(3) and §5826(6) (A. Hart).

Commissioner Anne Beebe-Center asked County Administrator Andrew Hart if he wanted to explain how this works.

County Administrator Andrew Hart explained that this is a request for the County to approve the transfer of forfeited assets. It requires a vote of the Commissioner to accept it. The amount of the assets being forfeited is \$1,405.50. If the Commission approves this, it does not guarantee that Knox County will get the forfeited assets. The Commission just needs to vote to approve the transfer if the assets are offered.

Commissioner Anne Beebe-Center explained that the State offers the money because Knox County was an active participant in the case and so the State shares a portion of the forfeited assets.

County Administrator Andrew Hart stated that once this is approved and signed, the letter goes back to the Attorney General's Office. The County would then eventually receive the funds, or a portion of the funds, offered.

- A motion was made by Commissioner Richard Parent to accept the transfer of forfeited assets of \$1,405.50 to Knox County in *State v. Carl Hanna* pursuant to 15 M.R.S.A. §5824(3) and §5826(6). The motion was seconded by Commissioner Roger Moody.

Commissioner Roger Moody asked what happens to the money once it is transferred to the County. He asked if the Sheriff gets the money since it is related to law enforcement or if it goes into the County treasury.

Finance Director Kathy Robinson stated that it goes into a reserve investment account that is designated for forfeited assets.

Commissioner Roger Moody asked how the money is spent.

Finance Director Kathy Robinson stated that it is by the request of the sheriff or the county administrator. Which monies spent depends on if it is State or Federal forfeiture. Federal forfeiture money can only be used for very specific purposes, all relating to law enforcement. The County can choose to spend State forfeiture funds however we see fit. She added that the County has not been that active in spending the money, but when the money has been spent, it was spent on very specific purposes. The balance of the funds has been building.

County Administrator Andrew Hart asked if the requests to spend forfeiture money go before the Commission.

Finance Director Kathy Robinson stated that this was not necessarily the case. She stated that sometimes it is seen just as a withdrawal, not that it has to be approved in advance. It technically

does not have to be seen any differently from any other reserve withdrawal. Reserve account withdrawals are approved all at once by the Commission at each regular meeting.

Commissioner Anne Beebe-Center asked if Federal forfeiture has to be law enforcement related.

Finance Director Kathy Robinson stated that this was correct.

Commissioner Anne Beebe-Center asked who can ask to spend Federal forfeiture funds.

Finance Director Kathy Robinson stated that is a matter of county policy, not a federal policy. It would be however the County chose to operate. She stated that in her experience, the request goes to the county administrator for approval before going forward.

Commissioner Anne Beebe-Center asked if it was the same for the State forfeiture funds.

Finance Director Kathy Robinson answered in the affirmative.

Commissioner Anne Beebe-Center asked if this could be discussed at another meeting.

Commissioner Roger Moody stated that he has not seen what the scope of the reserve funds are.

Finance Director Kathy Robinson stated that she could make that information available.

Commissioner Anne Beebe-Center asked to discuss these two forfeiture fund accounts and the policies surrounding that at another meeting.

- A vote was taken with all in favor.

2. Approve and Sign Knox County 2009 Tax Anticipation Note as Prepared by Bond Counsel (A. Hart).

Commissioner Anne Beebe-Center asked Finance Director Kathy Robinson if she wanted to say anything.

County Administrator Andrew Hart stated that at the December 30, 2008 special Commission meeting the bid was awarded to Bar Harbor Bank & Trust at an interest rate of 1.39%. He stated that he had the TAN paperwork, prepared by bond counsel, that needed to be signed by the Commission. The paperwork will then go back to the bond counsel. The money will be borrowed on an as-needed basis.

- A motion was made by Commissioner Richard Parent to approve the Knox County 2009 Tax Anticipation Note as prepared by bond counsel. The motion was seconded by Commissioner Roger Moody.

Commissioner Roger Moody asked about the possibility of the County changing to a fiscal year. He asked if the issue should be put on a future agenda for discussion.

County Administrator Andrew Hart stated that this has not really been discussed in Knox County yet. The subject came up at budget meetings because of the jail consolidation by the State, but it has not been discussed by the Commission. Some counties are looking at changing to a fiscal year to match the jail budget.

Commissioner Anne Beebe-Center stated that the jail budget was required to go to a fiscal year. She asked to put it on the next Commission meeting agenda.

Commissioner Roger Moody stated that it would be good to coordinate with surrounding towns and counties.

- A vote was taken with all in favor.

VI. Discussion Items

1. Update on Purchase and Sale Agreement for Boomer (A. Hart).

County Administrator Andrew Hart explained that at the last meeting this subject was discussed and the Commission authorized the purchase and sale agreement with Danielle Welch. The purchase and sale agreement was returned to the County, along with the check for \$500.00 as agreed, and it was done in the ten day requirement set by the Commission. It is now all resolved.

2. Update on Space Utilization and Needs Assessment (A. Hart, C. Shrum).

Chris Shrum introduced himself as being from the Eastern Maine Development Corp. (EMDC). He stated that he would be doing a PowerPoint presentation on the Space Utilization and Needs Assessment work for the Communications Department, Emergency Management Agency, and the Sheriff's Patrol Department. The County had originally put out an RFP for the needs assessment. The bid was awarded to QA13, which is a Bangor-based architectural firm that is partnering with Lichtman Associates out of Princeton, New Jersey. Lichtman Associates is a firm that specializes in public safety facilities, such as prisons and other public safety facilities. They look at emergency management and other elements of public safety.

Mr. Shrum stated that the due date for the EOC Grant Program applications was originally in May when Knox County first started this process a few months ago. This deadline has now been moved up to February 6th. In light of the new deadline, the County is moving forward in parallel paths. QA13 is moving forward doing the Space Utilization and Needs Assessment, while at the same time, EMDC is moving forward with the preparation of the grant proposal that will be presented to the Department of Homeland Security in February.

Mr. Shrum stated that his PowerPoint presentation was an over-view of the grant program and shows the preliminary findings of the Space Utilization and Needs Assessment being done by QA13.

(The following information is taken mostly verbatim from the PowerPoint presentation.)

Program Overview, Current Conditions, Department Needs, and Options to Consider

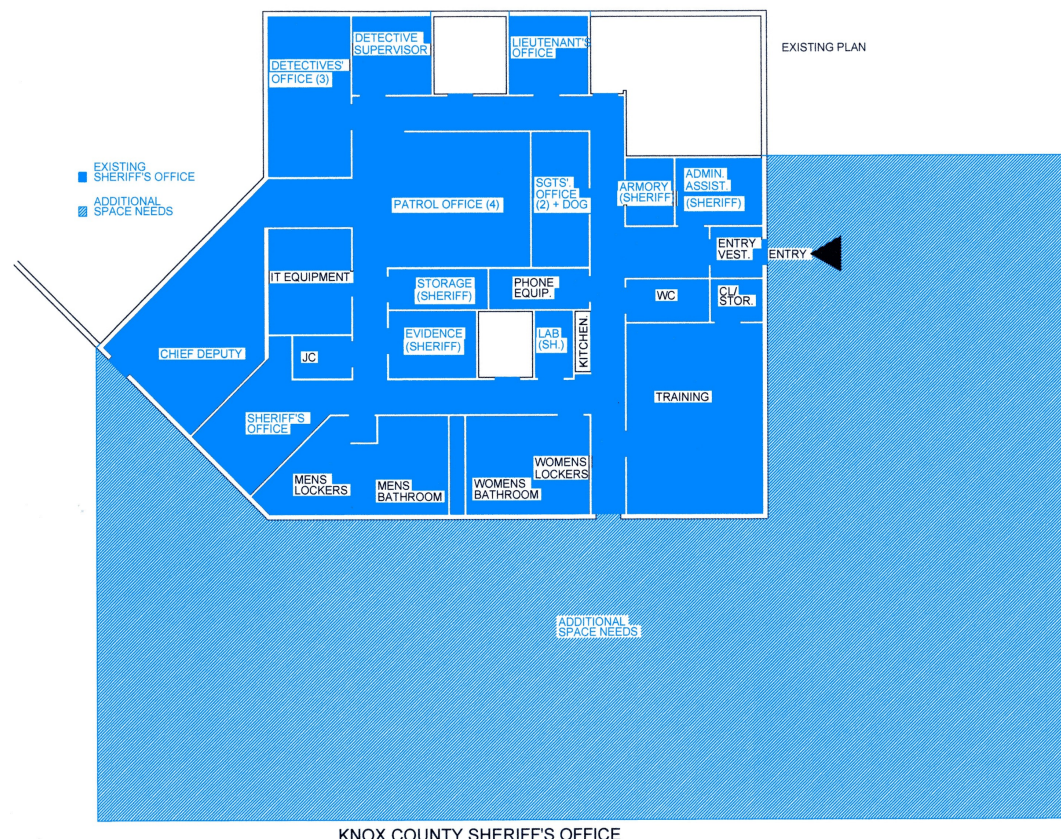
Department of Homeland Security: EOC Grant Program

Purpose is intended to improve emergency management and preparedness capacity by supporting flexible, sustainable over time, secure, and interoperable emergency operations centers by having multiple agencies in one area, sharing resources. There has even been some discussion of having the Red Cross co-located there.

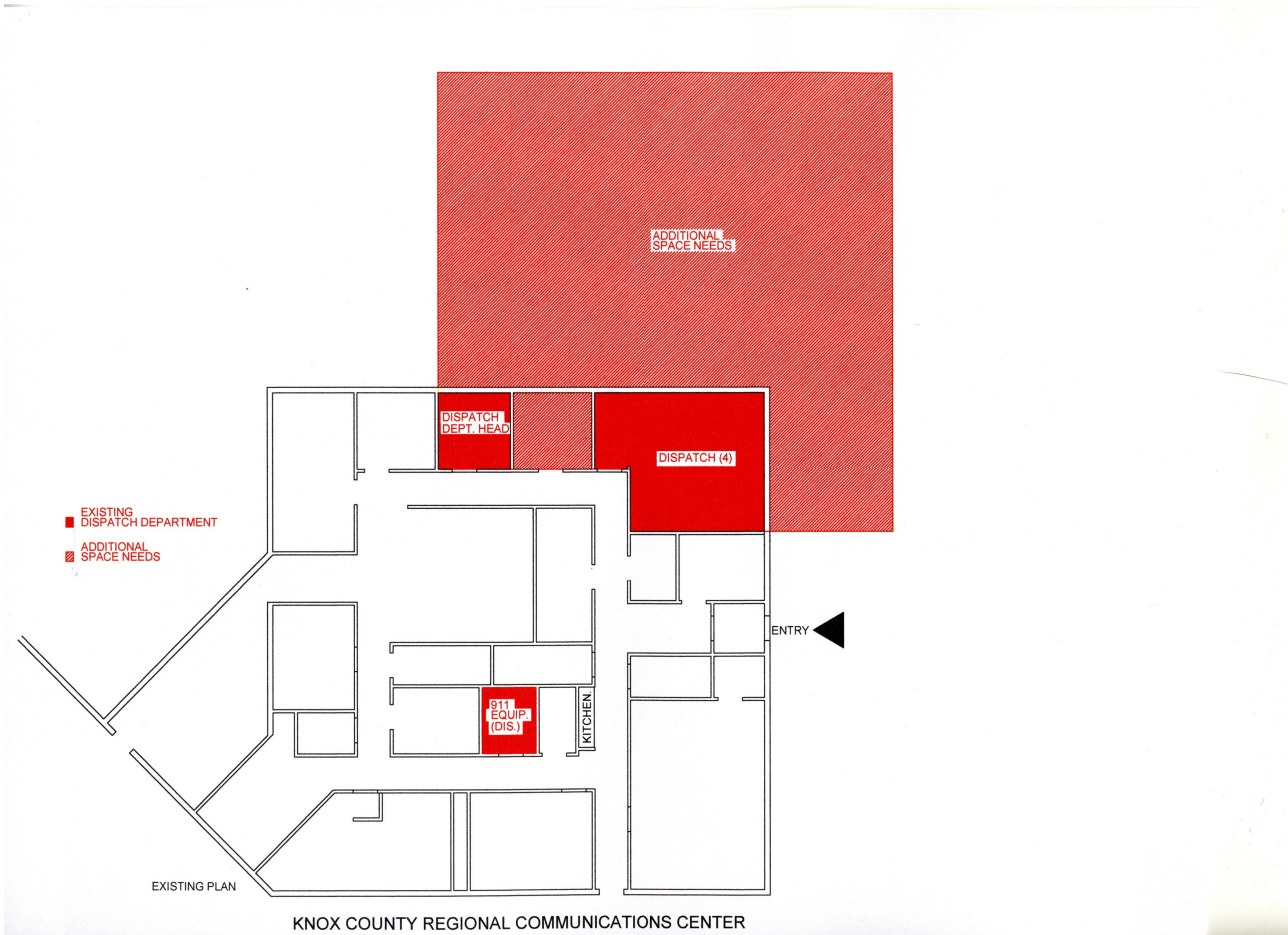
- Grants of up to \$1,000,000
- \$34,002,500 available (may increase)
- \$21,645,000 committed (amount already spoken for)
- 75% : 25% Cost Sharing (cash or in-kind)
- Deadline **February 6th**
- Focusing on job-creating infrastructure

Facility Conditions

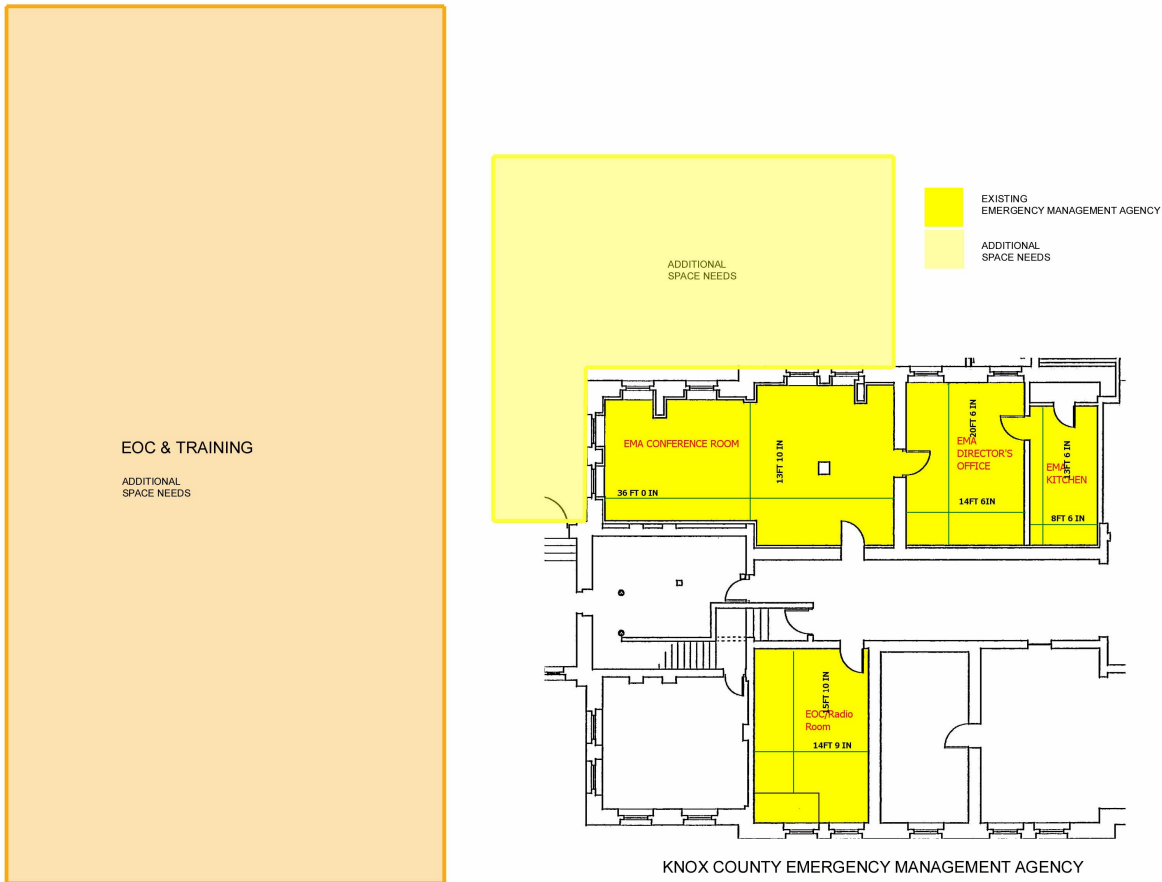
Sheriff's Office Space Needs:



Dispatch Space Needs:



EMA Space Needs:



Option A

All agencies remain in their current spaces
Rectify infrastructure issues only:

- Upgrade spaces to meet all code requirements
- Correct all HVAC inadequacies and conflicts
- Create clear space and circulatory separation
- Enhance security from exterior for KCRCC

All of the above and upgrade the following:

- IT equipment
- Storage capacity
- Etc.

All of the above and reorganize each agency in terms of:

- Circulation
- Space Use

Option B

New EOC campus and academy (new single facility for EMA and KCRCC) on jail site or at another as yet unidentified site (preferably already county-owned). New facility designed and equipped for projected 20-year operational growth including the possible relocation of the county's administrative offices. New facility incorporates potential to be used by other counties and agencies for training of various types (creates revenue stream for Knox). Vacated EMA spaces in courthouse to be used for probate storage.

Option C

New EOC and Law Enforcement campus (new single facility for EMA, KCRCC, KCSO) on jail site or at another as yet unidentified site (preferably county-owned). New facility designed and equipped for projected 20 year operational growth including the possible relocation of the county's administrative offices. New facility incorporates potential to be used by other counties and agencies for training of various types (creates revenue stream for Knox?). Vacated EMA spaces in courthouse to be used for probate storage.

Option D

2 new facilities, one for KCSO and the other for EMA and KCRCC (EOC campus and academy). New EOC facility incorporates potential to be used by other counties and agencies for training of various types (creates revenue stream for Knox). Can be located on jail site or at another as yet unidentified location.

Mr. Shrum stated that for Options B, C, and D, there are substantial costs for relocating the equipment for the Communications department to a new location; however, keeping it on the same campus as the jail, even if it is moved to a new building, the costs can be kept down. He asked Communications Director Linwood Lothrop how much it would cost to move the equipment.

Communications Director Linwood Lothrop stated that it would be about \$100,000 just to move the 9-1-1 equipment. He stated that if the department completely relocated and had to erect a tower, the cost goes up to about \$175,000 to \$200,000 to replicate what the department has at the present facility.

Mr. Shrum stated that the objective is to keep things contained so that the County does have to deal with the larger costs. Option D is the most expensive because it involves building two structures instead of one, so there would be an increase in building costs.

Mr. Shrum stated that Options A and D are definitely the less attractive options. He stated that Options B and C are much better choices. He added that the Dispatch Advisory Board preferred Option C, which would be to design one building that would house the Sheriff's Patrol Department, Communications, and EMA.

Mr. Shrum stated that the deadline of February 6th was going to come quickly. Over the next couple weeks he and the County would be working furiously to be ready. There will be a meeting on January 28th. It will be a public meeting that will go over some of this information, as well as additional information that QA13 and the Lichtman Associates will present. The meeting is scheduled for seven o'clock on January 28th in the Commission Hearing Room. Mr. Shrum stated that he hoped the public would come out to the meeting and become interested in what is moving forward. He stated that he will also be working to get the congressional delegation on-board and provide some leverage in terms of securing the grant money.

Commissioner Roger Moody asked if the Advisory Board was meeting again between now and the meeting on January 28th.

County Administrator Andrew Hart stated that the group that had met yesterday was the KRCC Executive Board and the department heads. They had met to bring everyone up to speed on where QA13 and Lichtman Associates were with the Space Utilization and Needs Assessment.

Commissioner Roger Moody said that he had thought it was an advisory board.

Mr. Shrum stated that he had made a mistake when he said that it was the Advisory Board. It was actually the KRCC Executive Board that had met yesterday.

County Administrator Andrew Hart stated that QA13 and Lichtman Associates wanted to have a meeting with the department heads and the KRCC Executive Board on January 28th prior to the public hearing to go over what will be done for a presentation that night. The presentation would then be done again for the public at 7pm. For the purposes of the grant, the County needs to focus on one of the four options presented by Chris Shrum, but the presentation will go over all four options. Lichtman Associates is looking at which option will work best for the grant but is leaning towards Option C. It is better to try for a grant with an option than requires more work than less because you stand a better chance of getting the money. Options can then be changed if the County decides it needs to do something different. This grant is focused towards Emergency Management and the EOC, so it would only fund the EMA and Communications. The Sheriff's Office would need to be funded from a bond or another source of funding, such as another grant.

Commissioner Anne Beebe-Center asked if there were other people involved in the discussion, such as the LEPC or people involved with Emergency Management.

County Administrator Andrew Hart stated that Ray Sisk, as the department head for Knox County's EMA, was involved.

Commissioner Anne Beebe-Center asked if EMA Director Ray Sisk also had a board.

County Administrator Andrew Hart stated that the LEPC is different from EMA. They are two different entities.

Commissioner Anne Beebe-Center stated that in terms of the functioning of EMA throughout the County, the LEPC represents that.

County Administrator Andrew Hart stated that Lichtman Associates and QA13 did a lot of interviews. They interviewed both County personnel and some of the end users for EMA and Dispatch, such as the KRCC Executive Board and the Dispatch Advisory Board. They also met with the EMA Board of Directors, which is made up of all municipal EMA directors and fire chiefs.

Commissioner Anne Beebe-Center asked if there were any other groups involved or any other people brought in, such as Rockland officials.

County Administrator Andrew Hart stated that Lichtman Associates and QA13 interviewed various Rockland officials, including the Fire Chief, Assistant Fire Chief, Police Chief, Deputy Police Chief, and the EMA Director of the City of Rockland.

Mr. Shrum stated that QA13 has been having a lot of what he calls "grass-root discussions" with a lot of different people. He stated that one of the things that is recognized is that there is a million-dollar ceiling on this grant program. With the stimulus package, the ceiling may increase but it is too soon to tell. There will probably still need to be a bond issued, regardless of how much money the County receives from the grant. He added that the County would seek money from all different sources but there will probably be a need for some sort of public financing to complete the entire project.

Commissioner Richard Parent asked how much Mr. Shrum anticipated the entire cost to be.

Mr. Shrum stated that it was hard to say. He stated that it could be seven million dollars, or it could be more or less. When the final needs assessment is done then we will have a better idea of what the costs will be.

Commissioner Richard Parent asked how much competition there was for the grant money.

Mr. Shrum stated that there was a fair amount of competition. He stated that he was unaware of any other project in Maine being submitted, but some of the projects in other states have already been approved.

Commissioner Richard Parent asked how long the County would have to spend the money if approved for the grant.

Mr. Shrum stated that the time frame is 36 months. From the time the grant contract comes in, the County has 36 months to spend the money. With the stimulus package, their hope is that the money is going to be spent much quicker. The hope is that construction would begin within 90

days, but this is hard to do when the project starts in the middle of winter. He added that he was trying to buy a little bit more time, but that the objective is to get the jobs created and the projects started and completed within a 24-month period.

Commissioner Roger Moody asked Mr. Shrum to repeat what he thought the probable price would be for the project.

Mr. Shrum stated that they will not know until the Space Utilization and Needs Assessment is completed and the costs can be calculated. In very preliminary discussions, it was posed that it would not go above ten million dollars. It depends on what the design is, what is incorporated in the building, and so forth.

Commissioner Roger Moody stated that he was having trouble squaring ten million dollars with the grant only being one million dollars. Even with the stimulus package providing more money, that is still a huge amount of money that will still be needed to fund the project.

Mr. Shrum stated that when he meets with QA13 on January 27th he hoped to have more concrete answers, but at this point he did not have the information. He stated that with the 75/25 cost sharing, the grant does allow renovations of existing buildings. The amount you can request for renovations is only \$250,000.00 so there may be projects elsewhere in the country that does not need a lot of renovations and that is where the 75/25 comes into play. In terms of construction costs, one million dollars does not buy much, particularly for the size and type of building that the County is looking at constructing. He stated that he is not worried about the matching funds because the total costs are going to far outweigh the 25 percent match requirement. For this to move forward, the County is going to need a public education campaign so that the public will understand the conditions that departments are working in. The departments are getting by, but as the needs grow, it is hard to say how long the departments will be able to get by this way. This is a conversation that has been going on for years now.

Commissioner Anne Beebe-Center asked if there has been any conversation or documentation on liabilities the County is incurring for continuing to do business the way we are doing it.

Mr. Shrum stated that he has not looked at that issue and is unaware if Roger Lichtman of Lichtman Associates has looked at it. He stated that he would mention it to Roger and ask them to look into that. Looking at liabilities would help make the case when asking for support by applying for a grant. He added that the challenge with this grant is that normally grants are somewhere around 70 pages long, but this particular grant can only be eight pages total, so it does not leave room for a lot of persuasive information.

Commissioner Anne Beebe-Center asked if there has been any opportunity to reconcile the plans the Board of Corrections may have for the Knox County Jail structure with the kind of planning that the County is looking to do for the Sheriff's office.

Mr. Shrum stated that last week Ken Schiano from QA13 said that he has had a series of conversations with the Board of Corrections about the future of the jail. The BOC gave no indication that there was an imminent danger of closing the facility. The jail currently has a variance and the BOC indicated that there was no reason that the variance could not continue. Mr. Shrum stated that he thought that the State did not take over the jails as soon as the governor would have liked. He thought that the State did not anticipate the challenges that they ended up facing with first the school consolidations and then the jail consolidation.

Commissioner Anne Beebe-Center stated that the State has proposed closing a number of State-run facilities and the new thing for the BOC is, instead of closing the smaller jails, delegating facilities to special use. She stated that she just wanted to make sure that Mr. Shrum and the consultants were aware of the BOC's plans.

Mr. Shrum stated that Ken Schiano has been in on those conversations with the BOC and is up to date with their plans. If the new building is constructed on the current jail site, there is no way to know how things with the jail will work out, but it is still a viable option to have a separate structure from the jail that is connected to it through a breezeway.

Commissioner Roger Moody stated that he did not know what had been done in the past but that he was interested in what can be done with other counties to reduce costs and improve efficiency on a broad basis. He asked if Knox can share resources and costs with other counties, specifically communications and emergency management facilities. He asked if a committee has looked at this at all and was it a part of the range of possibilities that the consultants were looking at.

County Administrator Andrew Hart stated that the focus of this study was to find out specifically what Knox County had for needs. The consultants were not asked to look at other counties. Previously, Knox did have a discussion with Waldo County about using Waldo's jail but Waldo County did not want to get involved with Knox County. It has since been discussed that Waldo's jail may end up being closed.

Commissioner Anne Beebe-Center commented that Knox County had also had conversations with the Two-Bridges Jail and possibly sharing ownership or assuming part of the debt, so there have definitely been conversations with other counties in the past.

Commissioner Roger Moody stated that he knew that the State wanted to reduce the number of PSAP's.

Communications Director Linwood Lothrop stated that he could comment a little bit on that. He stated that presently, the State of Maine has 26 Public Safety Answering Points located throughout the state, one of which is in Knox County. There are ten counties in Maine which have Single Source Dispatching PSAP's similar to Knox County. The legislature mandated reducing the number of PSAP's to between 24 and 26. Maine currently has 26 but is looking to lower it to 24. The existing State contract is being looked at right now for providing 9-1-1 services. The contract has another three years before it expires. It is an analog system, which does not meet the present-day challenges of digital, Wi-Fi, and other new technologies and electronics that are now being used to transmit calls to the 9-1-1 center. Maine needs to go from an analog 9-1-1 system, which is technology created in 1968, to something that can meet the needs of today's technology challenges with a digital-based network. This will connect the 9-1-1 centers throughout the state. When we move to that new platform in three years, part of that discussion will be to see if the number of PSAP's can be reduced or if the Answering Points can be consolidated and distribute those calls through the network. One way to do that might be to look at Knox, Lincoln, and Waldo Counties, for example, and create one PSAP which would be located in one of the three counties, and hand off the calls that pertain to the other counties. When consolidating dispatch centers, you then have to consider being able to have a radio infrastructure in place, which becomes very expensive. Knox County has had to upgrading to a microwave network where there are four repeater sites in Knox County connected by a microwave and simulcast transmissions to be able to provide the level of communications that Public Safety can rely on. If we consolidate PSAP's, the counties working together have to look at how they are going to communicate with each other. The sheriff in one county needs to be able to reliably communicate with a department from another county. Knox County has already taken the lead in consolidating the PSAP's located within the County and putting into place a Communications Interoperability Plan so that a fire truck can talk to the Sheriff and the Sheriff can talk to the ambulance. Each department knows what is going on as it is happening.

Commissioner Anne Beebe-Center asked if Knox County was set up so that we could completely back up Waldo County.

Communications Director Linwood Lothrop stated that this was correct to a certain level. There is one repeater channel for law enforcement, and one repeater channel for fire/EMS. What Knox does not have is the capability to monitor or respond to multiple agencies on that channel. There is channel congestion because Knox County only has four repeater channels, so we are only able to back up two of Waldo's channels reliably. There still are some minor communication issues with Knox talking into Waldo because of the size of their county. Waldo has to be divided into North and South repeaters. Knox can handle the South side pretty well, but it is difficult to get the North repeater because of the distance and terrain issues.

Commissioner Anne Beebe-Center asked if it was the same with Lincoln County.

Communications Director Linwood Lothrop stated that this was correct. The repeater towers allow us to work very closely with these other counties.

Commissioner Anne Beebe-Center asked if the employees from the different counties are cross-trained to be able to work with each other.

Communications Director Linwood Lothrop stated that this was correct. Knox has the ability to back up and to be backed up by neighboring counties. During a storm in December, Waldo's Communications Center failed and Knox had to divert two fire calls for them until their center was back up and running. The backup systems are there at the county levels. Knox County is also the busiest PSAP in the State of Maine. The QA13 group was surprised when they saw the statistics for the KRCC.

Mr. Shrum stated that QA13 has engaged a communications expert as a consultant. They can also look at the challenges the County faces from a communications standpoint, as well as look at if there are new technologies out there that can possibly increase efficiency.

3. Discussion of Commission Meetings Schedule.

Commissioner Anne Beebe-Center stated that she had asked for this item to be placed on the agenda. She stated that she did not know if the new commissioners wanted to continue having the regular Commission meetings on the second Tuesday of every month at 9 a.m., or if they wanted to change the time of day. She added that they could also consider having a variety of meetings and split the regular meeting into business meetings and work sessions.

Commissioner Richard Parent asked how long the meetings usually last.

Commissioner Anne Beebe-Center stated that it depends on what is on the agenda. She added that what the Commission has been doing is business meetings, so there is an agenda and each item on the agenda is discussed, and then the meeting is adjourned. There is sometimes an executive session in there, in which case the meetings run longer. There have not been any work sessions, in terms of exploring issues more in depth. She stated that she believed that people with nine-to-five jobs are not going to make it to meetings held at 9 a.m. It is up to the Commission to decide when to meet. The Commission is committed to meeting once a month, but there are a lot of issues that the Commission needs to get into.

Commissioner Richard Parent asked if the Commission could start one way and then switch. He commented that as a new commissioner he needed to get used to things. He thought that maybe in the beginning the Commission could hold more meetings, and as the new commissioners got used to things, the number of meetings could lessen. He stated that he would like to see the Commission have work sessions and to have them separate from regular meeting times.

Commissioner Roger Moody agreed. He stated that the Commission needs to set priorities and to decide what is important. He stated that he was concerned with the time of the meetings, but was not sure if anyone is interested in coming, regardless of the time. He stated that he favors a time later in the day for the convenience of the public, but added that for himself, he actually prefers morning meetings. He asked for other opinions, in particular from department heads and members of the media who frequent the meetings.

County Administrator Andrew Hart stated that meeting attendance depends on what is on the agenda. If people are affected by the subject matter, they will attend the meetings. Unless people are upset by something or are really interested in it, they are not going to attend the meetings. We may want to look at televising the meetings so that it could be watched by those who are unable to attend in person. The previous Commission was reluctant to do this, but it may be worth looking into it again.

Commissioner Roger Moody stated that if the intention is to be open to the public and be transparent, nine o'clock may not work well.

Commissioner Anne Beebe-Center suggested that work sessions could be conducted at 9 a.m. and hold the business sessions in the afternoon, or even on a different day.

Commissioner Roger Moody suggested 4 p.m. for business sessions.

Commissioner Richard Parent stated that most people still would not be out of work by then.

Commissioner Anne Beebe-Center stated that the discussion items are always near the end of the agenda, so it is possible that more people will have shown up to the meeting by then.

Commissioner Roger Moody stated that there are usually other meetings in the evening that this could conflict with, but evening meetings make the Commission more available to the public.

County Administrator Andrew Hart stated that he did not know how this will affect the attendance of department heads. There are also going to be other groups that have meetings the same night.

Commissioner Roger Moody asked if department heads generally attend Commission meetings.

County Administrator Andrew Hart stated that the department heads at today's meeting are the ones who usually attend. He added that EMA Director Ray Sisk was not in attendance today but that he usually attends Commission meetings.

Commissioner Roger Moody asked the department heads present what they thought about changing Commission meetings to 4 p.m.

Communications Director Linwood Lothrop stated that he had the same issue with scheduling Dispatch Advisory meetings. They ended up settling on meetings that started at 4 p.m. because this time seemed to have the best attendance.

Airport Manager Jeff Northgraves stated that 4 p.m. work well for him.

Jail Administrator John Hinkley stated that it made no difference to him.

Sheriff Donna Dennison stated that she was adaptable.

Finance Director Kathy Robinson stated that it would be a challenge for her because of work and her personal life responsibilities after the courthouse closes at 4 p.m. She added that she does agree that other organizations usually start their meetings at 6 p.m. so having the Commission meeting at 4 p.m. would prevent some scheduling conflicts for other groups.

IT Director Jeff Lake stated that his opinion was that Knox County should do whatever is more transparent for the general tax payer.

- A motion was made by Commissioner Richard Parent to change the time of Regular Commission meetings to 4 p.m. on the second Tuesday of every month. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

Commissioner Anne Beebe-Center asked if a time should be set for doing work sessions. She stated that it would also be beneficial to create agendas for the work sessions.

Commissioner Richard Parent stated that he would prefer to do a work session prior to the business meeting rather than having one meeting in the morning and then having to come back in the afternoon for another meeting.

Commissioner Anne Beebe-Center suggested starting work sessions at noon.

- A motion was made by Commissioner Richard Parent to have a work session at noon on Tuesday, February 10th. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

Commissioner Richard Parent asked how often the Commission would need to have work sessions.

Commissioner Anne Beebe-Center stated that it may be good to start off with having them regularly to get the new commissioners caught up to speed. The commissioners and county administrator will work together to create an agenda for the work session by emailing suggestions to the county administrator.

- A vote was taken with all in favor.

4. Discussion of Communication Between the Commission and the County Administrator.

Commissioner Anne Beebe-Center stated that the issue is the best way for the commissioners and the county administrator to communicate, especially since no two commissioners can meet with each other to discuss County business unless it is in a public meeting forum. Commissioners do have email as well as telephones. It might it make sense, after a business meeting, to stay in the public session and under the “other business” agenda item discuss whatever needs discussing.

VII. **Other Business** (*amended agenda item*)

Commissioner Roger Moody asked how to address the chair and how to address each other in meetings.

Commissioner Anne Beebe-Center asked how formal they wanted to be.

County Administrator Andrew Hart commented that it was up to the commissioners.

Commissioner Anne Beebe-Center stated that during business meetings the Commission should be more formal, and in work sessions can be less formal.

Commissioner Richard Parent stated that he agreed.

Commissioner Roger Moody stated that he wanted to talk about Commission priorities at the work session.

Commissioner Anne Beebe-Center stated that she and Commissioner Richard Parent were both going to Coastal Counties Workforce meeting. They are also both attending the Penobscot Area Chamber of Commerce dinner.

County Administrator Andrew Hart reminded the Commission that if the commissioners carpool or travel together they cannot discuss County business. He also reminded them that any email is public and can be requested through the Freedom Of Access law.

VIII. Adjourn

- A motion was made by Commissioner Richard Parent to adjourn the meeting. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

The meeting adjourned at 10:54 a.m.

IX. Work Session

A work session took place directly after the Commission Meeting with the Commissioners visiting each County department as follows:

10:30 – 11:00	DA
11:00 – 11:30	Deeds
11:30 – 12:00	Probate
12:00 – 1:00	Break for Lunch
1:00 – 1:30	Finance
1:30 – 2:00	Communications
2:30 – 3:30	Patrol / Jail

This was considered to be a brief introduction and overview of each department as it is now, as well as the future of each department for the next five to ten years, including a tour of the offices. Any training that the commissioners will need for a department will be scheduled for another time.

Respectfully submitted,

Candice Richards

The Knox County Commission approved these minutes at their regular meeting held on February 10, 2009.

Anne H. Beebe-Center, Chair – Commissioner District #1

Richard L. Parent, Jr. – Commissioner District #2

Roger A. Moody – Commissioner District #3